



NYU

Faculty Housing
and Residential Services

Office of Faculty Housing
10 Astor Place, 7th Floor
New York NY 10003
212-998-2209

facultyhousing.sublets@nyu.edu

Sublet Approval Form – Leave of Absence or Sabbatical

Sublet Guidelines

1. Permission to sublet your apartment must be granted by the Faculty Housing Office.
2. Sublet agreements must be a minimum of 30 days.
3. The maximum monthly rate to be charged is your current monthly rent plus 10%.
4. A faculty member requesting permission to sublet during an approved leave of absence or sabbatical must have the Department Chair / Dean / Director complete and sign this form.
5. **This form is not required during summer or winter intersession.**

Employee Information

Name: _____ Sublet Address: _____
 N Number: _____ Leave Address: _____
 Email: _____ Telephone: _____

Referral Information

School: _____
 Department: _____
 Sublet Start Date: _____
 Sublet End Date: _____
 Reason for Sublet: _____

Departmental Approval

Date Received: _____ Approver Name: _____
 Approval Signature: _____ Approver Title: _____

Please submit the completed form to facultyhousing.sublets@nyu.edu

For additional information please contact the Office of Faculty Housing at (212) 998-2209